



OFFICE OF THE PUBLIC DEFENDER JOB PROFILE

The job profile is a streamlined position description and may serve as the core document for all human resource functions such as recruitment, selection, performance management and career and succession planning.

SECTION I – Identification

Working Title Regional Deputy Public Defender		Job Code Number 000102	Job Code Title Personal Staff Professional
Pay Band Exempt	Position Number 61800600		<input checked="" type="checkbox"/> FLSA Exempt <input type="checkbox"/> FLSA Non-Exempt
Department Office of the Public Defender			Division and Bureau Region 6 – Havre
Section and Unit			Work Address and Phone 44 W Park, Butte, MT 59701
Profile Produced By Randi Hood, Chief Public Defender Barb Kain, Human Resource Officer		Work Phone 406-496-6080 406-496-6091	

Description of the Work Unit:

The Office of the State Public Defender was established to create a statewide public defender system to provide effective assistance of counsel to indigent criminal defendants and other persons in civil cases who are entitled by law to assistance of counsel at public expense. The statute creating the statewide system also ensures that the system is free from undue political interference and conflicts of interest; that public defender services are delivered by qualified and competent counsel in a manner that is fair and consistent throughout the State of Montana; that the system utilizes state employees, contracted services, or other methods of providing services in a manner that is responsive to and respectful of regional and community needs and interests; and that adequate public funding of the statewide public defender system is provided and managed in a fiscally responsible manner.

The Office of the State Public Defender represents indigent clients in criminal, dependent neglect, and appeal cases. Further, the agency represents all clients involved in juvenile cases, the commitment of the mentally ill, and the representation of incapacitated persons.

Eleven regional public defender offices have been established around the State of Montana. This position will be assigned to one of the public defender offices located in 16 different cities. Regional offices are located in Kalispell, Missoula, Great Falls, Helena, Butte, Bozeman, Billings, Miles City, Glendive, Havre, and Lewistown. Additional public defender offices are located in Polson, Libby, Hamilton, Cut Bank, and Anaconda.

Purpose of the Job:

Responsible for providing leadership to manage and supervise a regional Public Defender Office including the day to day management, administrative and legal work involving the planning, direction, and supervision of staff and contracts in the preparation and litigation of the defense of criminal and civil cases involving public defense.

This is an exempt position and is appointed by and reports to the Chief Public Defender

SECTION II - Major Duties or Responsibilities

This section should be a clear concise statement of the position's major duties and the approximate percent of work time for each duty.

**% of
Time**

<p>Manage and supervise all public defender services provided within the deputy public defender's assigned region;</p> <p>Establish protocols so that when a court orders the office to assign counsel, the assignment is made promptly to an appropriate public defender and so that a public defender is immediately available when necessary;</p> <p>Ensure that public defender assignments within the region comply with the provisions of MCA 47-1-202(7); which establishes procedures for managing caseloads and assigning cases in a manner that ensures that public defenders are assigned cases according to experience, training, and manageable caseloads and taking into account case complexity, the severity of charges and potential punishments, and the legal skills required to provide effective assistance of counsel;</p> <p>Hire and supervise the work of regional office personnel as authorized by the chief public defender;</p> <p>Contract for services as provided in MCA 47-1-216 and authorized by the chief public defender according to the strategic plan approved by the commission;</p> <p>Keep a record of public defender and associated services and expenses in the region and submit the records to the chief public defender as requested;</p> <p>Implement the standards and procedures established by the commission and chief public defender for the region;</p> <p>Maintain a minimum client caseload as determined by the chief public defender; and</p> <p>Perform all other duties as assigned by the chief public defender.</p> <p>Assistance is available from the Public Defender Commission and staff in carrying out these responsibilities.</p>	100								
<p>2. If this position supervises other positions, complete the following information.</p> <p>List the complexity level of the subordinates. Lawyer, pay band 7, Legal Secretary, pay band 3, Administrative Assistant, pay band 4, Paralegal Legal Assistant pay band 4, Crime Investigator, pay band 6</p> <p>Please list the Position Number for those supervised. Identified on organizational chart</p> <table border="0"> <tr> <td>61800601</td> <td>Administrative Assistant</td> </tr> <tr> <td>61800602</td> <td>Crime Investigator</td> </tr> <tr> <td>61800603</td> <td>Lawyer</td> </tr> </table>		61800601	Administrative Assistant	61800602	Crime Investigator	61800603	Lawyer		
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<p>SECTION III - Minimum Qualifications - List the minimum requirements for first day of work.</p>									
<p><u>Please list the main knowledge and skill areas required for the job:</u></p> <ul style="list-style-type: none"> • Knowledgeable in the Public Defender arena and general business applications. • Knowledgeable in legal and court policies, procedures, practices, terminology and systems; state and federal laws, rules and regulations; principles and practices of evidence collection. • Demonstrated verbal and written communication, negotiation, problem-solving and decision-making skills. 									

- Demonstrated ability to provide strong leadership and direction.
- Strong management, supervisory and organizational skills.
- Self-motivated and customer-oriented.
- Possesses progressively responsible management experience.
- Capable of framing issues based on the policy implications associated with managing the State's Public Defender System.
- Able to develop and implement statewide policies based on short and long-term strategic planning goals, management concepts and practices.
- Able to establish and maintain effective working relationships with the public, elected officials, defendants, witnesses, County and District Court Judges, court personnel, law enforcement personnel.
- Able to advance statewide and agency-specific program and goals.
- Able to recognize, analyze and solve complex management problems.
- Able to deal effectively with highly sensitive public, political and agency specific issues.
- Able to assess hypothetical situations and impacts; consolidate a unified strategy in response to numerous issues and concerns; make proper decisions in stressful situations.
- Able to direct a complex organization through effective planning, delegation and leadership.
- Able to accept the direction of the Chief Public Defender, the Public Defender Commission and the governor in carrying out policy.
- Able to gain respect, and manage and utilize the skills of staff.
- Able to write and speak effectively on complex subjects on behalf of the Public Defender Commission, and the Governor regarding the Public Defender Systems.
- Able to manage change
- Able to think analytically
- Able to energize and lead the statewide Public Defender System
- Able to exhibit a commitment to the state, and to the mission of Public Defender System
- Able to build trust and credibility in working relationships
- Able to use a reasonable, common sense approach to problem-solving
- Able to exhibit personal accountability and ownership of decisions
- Able to prioritize and balance multiple projects.
- Able to share information and knowledge between policy-makers and technicians and provide feedback

Education and experience: Please check the one box that indicates the **minimum** educational requirements for this job, as it relates to a new employee on the **first day** of work (not the educational background of the person now in the position):

- | | |
|--|--|
| <input type="checkbox"/> No education required | <input type="checkbox"/> 2 year job-related college or vocational training |
| <input type="checkbox"/> High school diploma or equivalent | <input type="checkbox"/> College degree (Bachelor's) |
| <input type="checkbox"/> 1 year job-related college or vocational training | <input checked="" type="checkbox"/> Post-graduate degree or equivalent (e.g. Master's, JD) |

There may be a variety of fields of study that are acceptable. A Human Resource Specialist may have a Bachelor's in Human Resources, Business Administration, Public Administration or another related field. Please specify the acceptable fields of study:

Juris Doctor from ABA accredited law school

Attend continuing legal education seminars to satisfy the required annual quota of Montana Bar Association which includes both substantive and ethics course content.

License required (please specify):

Admission to the State Bar of Montana. Admission to Montana Courts, U.S. District Courts and Ninth Circuit Court of Appeals

Please check the one box that indicates the minimum amount of job-related work experience needed as a new employee on the first day of work (not the experience of the person now in the position):

- ☐ No prior work experience required ☐ 3 to 4 years job-related work experience
- ☐ 1 to 2 years of job-related work experience ☒ 5 or more years of job-related work experience

Ideal candidate will have at least six years of practical experience in law, preferably in litigation of criminal and civil law involving public defense actions and possess progressively responsible leadership skills to direct a complex organization through effective planning and delegation to manage, supervise and utilize the skills of staff to meet the needs of the Public Defender System.

☐ This agency will accept alternative methods of obtaining necessary qualifications.

For recruiting purposes please list examples of acceptable alternative methods of obtaining those qualifications. **These examples should appear on a vacancy announcement.**

SECTION IV – Other Important Job Information

List any other important information associated with this position, such as working conditions, supervision provided or received, scope and effect and personal contact.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to take notes or operate keyboard. Employee is required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

The employee works in an office setting, court setting and has regular visits with clients in jail, detention centers, and mental health facilities. Requires exposure to stressful situations.

Incumbent is required to travel throughout the state to attend training sessions and to represent clients who are assigned to the Public Defender.

SECTION V – Signatures

My signature below (typed or hand written) indicates the statements in Section I to IV are accurate and complete.

Immediate Supervisor:

Randi M. Hood

Chief Public Defender

02/01/2009

Signature

Title

Date